

GENERAL PUBLIC AND VISITORS POLICY.

CPP's General Public and Visitors Policy outlines CPP's rules for receiving visitors at the main office, and on working sites, as well as the safety of the general public on any of CPP's active work sites. CPP will ensure that visitors and/or members of the general public will not:

- *Pose threats to CPP's premises and property*
- *Distract employees from their work*
- *Be exposed to danger*

This policy applies to all employees. "Visitors" may refer to employees' friends and family (referred to as personal visitors) contractors, wholesalers, clients, and the public.

This policy may be superseded on CPP active work sites' by the prime contractor's Visitor and General Public Policy, and whereas CPP is considered the sub-contractor.

The following rules apply for all kinds of visitors:

- *Visitors should review CPP's Visitor Orientation Program and sign in. Photo I.D may be required .*
- *Visitors should sign out once their visit is over.*
- *Employees must always tend to their visitors while they are inside CPP premises.*
- *Visitors may log on to CPP's WI-FI but must not misuse the internet connection or disclose confidential information.*
- *Visitors may not take any unauthorized photographs.*
- *Visitors shall be made aware that they are being recorded by cameras for security purposes.*
- *Visitors are allowed during working hours. After-hours visitors must have authorization from management. Verbal authorization may be allowed under certain situations.*

CPP employees may not allow access to CPP's office/shop or any active worksites to unauthorized personal visitors. CPP does reserve the right to make exceptions on a case-by-case basis. Employees may bring visitors to company events or after obtaining authorization from management.

CPP's front lobby may be open to visitors. CPP employees should only permit visitors in the front lobby for a short time and for specific reasons. *CPP employees are responsible for accompanying any of their **underage visitors** AT ALL TIMES.*

GENERAL PUBLIC AND VISITORS POLICY (cont.)***CONTRACTORS, CLIENTS AND WHOLESALERS.***

Contractors , clients and wholesale sales personnel can enter CPP premises only to complete their job duties. Front desk administration is responsible for informing CPP employees when a visitor is on premises to see him/her.

CPP may occasionally accept the following types of visitors:

- *Students*
- *Clients*
- *Job candidates*
- *Contractors for service work (IT technicians, Painters, Plumbers etc.)*
- *Contractors for site works (HV Power, Audio/Visual, Fire Alarm etc.)*
- *Investors, Advisors for business interests*

DELIVERIES.

Anyone who delivers orders, mail or packages for employees should remain at the building's front reception or warehouse southeast entry door. Reception or the warehouse employee who is responsible for helping with the delivery shall notify the CPP employee who is expecting the delivery. If that employee is unable to receive their order, the CPP employee who is in contact with the delivery driver may sign and receive the order on their behalf, once the order has been checked for damages and correct shipping instructions.

DANGEROUS OR RESTRICTED AREAS.

Employees may not bring or accept visitors in areas where there is dangerous machinery or equipment working, chemicals, confidential records or sensitive material.

Whereas the visitors may have management authorization for such areas, CPP employees will ensure the visitors have the required PPE (Personal Protective Equipment).

UNAUTHORIZED VISITORS.

CPP employees who encounter unauthorized visitors may ask them to leave if unable to provide authorization. Visitors who misbehave (e.g. engage in hate speech, cause disruption, damage or steal company property) will be asked to leave and may be prosecuted if appropriate.

Employees who violate this policy may face disciplinary actions as stated in CPP's H&S Manual ; *Sec.1 Progressive Discipline Policy.*

VISITOR ORIENTATION ACKNOWLEDGEMENT

I have read and understand CPP's Visitors, Guest and Contracted Workers Orientation program and agree to abide by it's rules.

PRINT NAME	SIGNATURE	DATE	TIME IN	TIME OUT

SUB-CONTRACTORS UNDER CDN. POWER PAC.

The sub-contractor policy is designed to assist in protecting CPP and sub-contractor employees, equipment and facilities from injury, accident or loss. Sub-Contractors are separate entity companies from CPP that provide specific services.

This policy DOES NOT include sub-contractor labour companies.

Examples of Sub-Contractor Companies, but not limited to;

- *Construction Companies*
- *Janitorial Services*
- *Food Services & Vending Groups*
- *Raw Product Suppliers*
- *Utility Service and/or Repair Companies*
- *Pest Control Services*
- *Transportation & Shipping Services*
- *Equipment Sub-Contractors*

As a condition of doing business with CPP, all Sub-Contractors must comply with the applicable local, provincial and federal regulatory requirements and CPP's Company Safety Procedures and Policies.

RESPONSIBILITIES.

CPP Management;

- *Ensure that sub-contractors who have been awarded their scope of work have filled out the standard CPP Sub-Contractor Pre-Qualification Form. The information submitted on the form must meet approval from CPP as well as the General (Prime) Contractor.*
- *Provide access for sub-contractors to SDS (Safety Data Sheets) upon request.*
- *Monitor all sub-contractor activity at their location.*
- *Ensure the area in which the sub-contractors are working are maintained, safe and free of hazards.*
- *Provide sub-contractors with specific safety program requirements.*

SUB-CONTRACTORS UNDER CDN.POWER PAC (CPP) (cont.)

Sub-Contractors;

- *Identify and control hazards. Complete CPP or Company Personalized Job Hazard Assessment (JHA) forms.*
- *Provide sub-contractor employees with required PPE.*
- *Ensure sub-contractor employees have valid certification and proper training for assigned tasks.*
- *Coordinate with CPP for safety related issues.*
- *Maintain required Insurance Coverage.*
- *Maintain required Certificate of Recognition (COR) if applicable.*
- *Establish and maintain an effective Company Health and Safety Program.*
- *Establish and maintain an effective Company Housekeeping Program.*
- *Review with CPP site supervision CPP's Orientation Program and sign Subcontractor Acknowledgment Form.*

HAZARDOUS CHEMICAL / SUBSTANCE NOTIFICATION.

The sub-contractor must follow all applicable legislative requirements including use, safe handling, and storage of chemicals/substances. Sub-contractors are required to inform CPP of all hazardous substances which may be brought onto CPP's property and sites, including providing the most current MSDS for each substance. All spills and leaks of hazardous chemicals must be immediately reported to the Site Superintendent or Supervisor with CPP. Any charges presented to CPP for hazardous material clean-up on fault of the sub-contractor will be presented to the sub-contractor for restitution.

WELDING AND HOT WORK PERMITS.

All hot work and welding operations must be conducted under the control of a Hot Work Permit that has been pre-approved by CPP and/or the General Contractor on site. Any special certification or training required by the welding sub-contractor will be incumbent upon themselves.

CONFINED SPACE.

Sub-contractor employees are not authorized to enter any confined space on all CPP property or sites unless specifically required by the service or construction contract. When this is required, code of practice for CSE must be adhered to. CSE certification and training for sub-contractors will be incumbent upon themselves.

SUB-CONTRACTORS UNDER CDN.POWER PAC (CPP) (cont.)***WORKING AT HEIGHTS.***

Required Fall Protection certification, training, PPE and equipment must be used by all sub-contractor employees when working at elevated locations. Fall Protection certification and training for the sub-contractors will be incumbent upon themselves.

INSURANCE REQUIREMENTS.

Sub-contractors must provide the company a Certificate of Insurance. The certificate must list its divisions and subsidiaries as a certificate holder with notification of cancellation or non-renewal. Without the certificate, CPP may have to assume the liabilities and responsibilities for the sub-contractor. Sub-contractors and vendors are required to meet minimum insurance requirements according to the following schedule;

Minimum Coverage per Occurrence Limits:

Automobile Liability - \$2,000,000.00

General Liability - \$2,000,000.00

Products Liability - \$2,000,000.00

Worker's Compensation - As per Provincial Requirements.

PRE-WORK MEETINGS.

A comprehensive pre-work safety meeting conference will be conducted for all contractor work that involves the following;

- Construction and Renovation
- Equipment Installation and Repair
- Utility Modifications
- Electrical and Plumbing Work
- Work at Elevated Locations
- Confined Space Entry
- Use of Toxic Chemicals/Substances
- Welding or Hot Work

Safety meeting participants should include company and contractor safety representatives and supervisors. All task specific safety concerns shall be addressed and resolved prior to commencement of work by the sub-contractor.

Subcontractor Acknowledgement Form

I have reviewed and understand the rules, regulations, policies and procedures with CDN Power Pac's Orientation Program and agree on behalf of:

_____ (Subcontractor Name)

to comply with the requirements of this document and the requirements of the OH&S Act, regulation and Code and any amendments or other safety regulations which pertain to our work. Furthermore, we will take all necessary precautions for the health & safety of our workers, client and general public while on the project and ensure that they are provided with and are aware of the preceding requirements.

_____ (Subcontractor Representative Print Name)

_____ (Signature)

_____ (CDN Power Pac Representative Print Name)

_____ (Signature)

Signed in the City of _____ on the date of _____
(Month/Day/Year)

Project where services are required: _____

NOTE: Prior to the commencement of work, this subcontractor acknowledgement form must be signed and returned to CDN Power Pac Project Management Team.